

## PROCEDURES FOR HANDLING EXHIBITS

All trial exhibits must be pre-marked by counsel.

**\*\*Plaintiff's exhibits shall be numbered consecutively beginning with number 1.**

**\*\*Defendant's exhibits shall be numbered consecutively beginning with number A-1.**

Duplicate documents should not be listed twice on the exhibit list. Once a party has identified an exhibit on the exhibit list or in the pretrial order, any party may use it.

Example:

Case # _____
Exhibit # _____
Admitted _____

If the exhibit or witness list is revised at any time after it is filed with the court, Counsel shall email an updated list in Word format to Dara Kaleel, Courtroom Deputy, at [dara\\_kaleel@wawd.uscourts.gov](mailto:dara_kaleel@wawd.uscourts.gov).

- 1) The original set of exhibits shall be submitted in individual file folders with appropriately numbered tabs.
- 2) The Court's copy must be in binders with tabbed dividers between exhibits. \*
- 3) Exhibits for the witness stand should be in tabbed binders, as well. \*

The Court's copies should be delivered to Dara Kaleel in the clerk's office, the Thursday prior to trial, or upon other arrangements made with the during the Pretrial Conference or through other communications. All other exhibits may be brought the first day of trial.

Judge Bryan expects counsel to be familiar with the courtroom technology used during trial. Counsel and/or their support staff shall make arrangements to attend the technology training offered by the court. [www.wawd.uscourts.gov/attorneys/trial-support/courtroom-technology](http://www.wawd.uscourts.gov/attorneys/trial-support/courtroom-technology)

*\*For quick reference during trial proceedings, each binder shall identify the exhibit numbers contained within the binder on the front of the binder, as well as on the spine.*